

DISBURSEMENT GUIDANCE

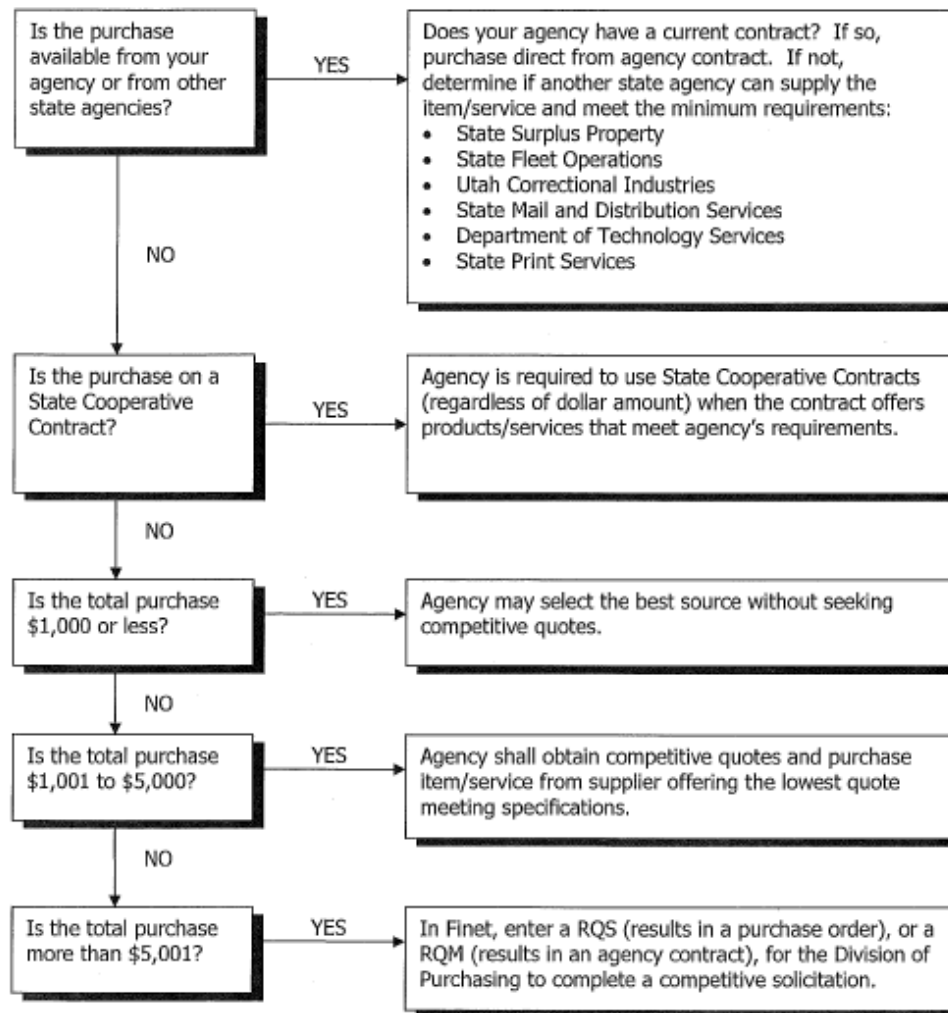
AS OF MAY 21, 2013

YOUR ROLE



- Thank you for your hard work! You play an important role to ensure the integrity of our system.
- You should know and follow State Policy as well as department expectations for disbursements. If you have any questions, contact *Trisha Glenn* (801) 538-4105.
- The purpose of this guidance is to provide a review of the disbursement process. All FINET users are expected to review this guidance and follow the certification instructions at the end of the packet.

DIVISION OF PURCHASING FLOW CHART



Sole Source Procurements greater than \$1,000 must be pre-approved by the Division of Purchasing using the Sole Source Request form located at:
<http://purchasing.utah.gov/contract/documents/solesourcerequestform.doc>

This flow chart is for information purposes only. Refer to Purchasing Website at www.purchasing.utah.gov for more detailed information or telephone the Division at 801-538-3026.

PROPER PROCEDURES

PRIORITY GIVEN TO CONTRACTS

- State procurement entities cannot use the small purchase process if a state contract is available
- To review the contract specifications, search State Contracts or BCMS

- State Contracts:
<http://generalservices.utah.gov/statewidecontracts/contractsearch.aspx>
- BCMS: Direct Client Services. See your contract analyst



DAS Home

Purchasing Home

Service Plan

ePurchasing

State Mail

Print Services

Bid Notification
System

Guide to Doing
Business with Utah

General Services
Invoice Search

Bid Tabulations and
Awards

State Purchasing P-
Card Info

Organizational Chart

Employee Intranet

WSCA Standard PC
Configurations

Media Center

Surplus Program

Energy Star Web Site

State Cooperative Contract Search

Search the State Contracts database for contracts

Enter search criteria below:
Enter one or more criteria in the fields below.
Searches are case-insensitive. All fields are optional.

View All Contracts

☐ Energy Star

☐ Green / Recycled Products

★ Keyword Search:
Search titles for full or partial keywords (example:
comp, computer, computers for computers).

Contract Number:
Enter full or partial numbers (example:
PD013, 013, PD).

★ Vendor Name:
Enter full or partial vendor name.

Contract Expiration Date:

Expires on or after this date:

Expires on or before this date:

Purchasing Agent:
Select an agent from list.

☒ Active Contracts Only

*Warning!!! Only active contracts are
available for agency use. Inactive
contracts may be expired or cancelled.*

SEARCHING STATE CONTRACTS

Use the
keyword search
and/or the
vendor name to
find the items
you need

IF THE ITEM IS NOT ON CONTRACT. . .

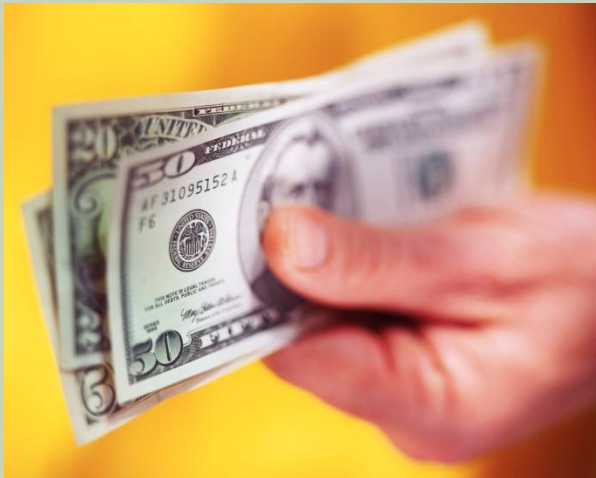
Disbursements must follow State and Department policy. Ensure all disbursements are reasonable and an appropriate use of public funds.

- Administrative Rule R33-3-3 requires for procurement values:
 - Under \$1,000 = No Quotes, No Bids
 - From \$1,001 to \$5,000 = Min of 2 Quotes (preferably 3)
 - Over \$5,000 = Conducted by State Purchasing



HIGH DOLLAR APPROVALS

- Disbursements over \$2,000 *must* have the date of service or the date received in the document description on the FINET header page.
- Attach supporting documentation in FINET
 - Easier for auditors
 - Easier for YOU!
- Be sure *no confidential information* is on the attachments
 - Examples: Client Names, Social Security numbers, etc.



ONGOING PURCHASES

- If a purchase is ongoing, continuous or regularly scheduled; coordinate with State Purchasing to establish a contract

- Reminder: look at regular use and cumulative amounts to determine if contracts are necessary



*Purchasing agents by commodity code can be found at:

<http://purchasing.utah.gov/directories/documents/agentlist.pdf>



ARTIFICIALLY SPLITTING PURCHASES AND INVOICES

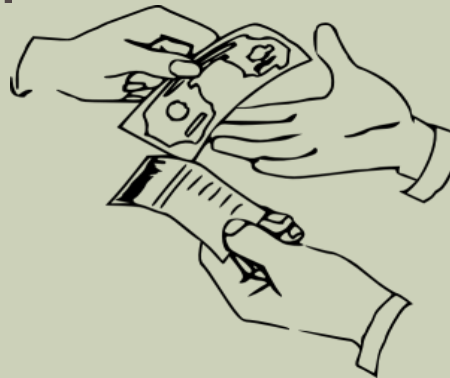
- Do NOT split purchases, invoices, or payments to avoid State or Department requirements



ARTIFICIALLY SPLITTING PURCHASES AND INVOICES

2012 General Session, S.B. 153
Procurement Amendments
Effective May 1, 2013

- **“Splitting” includes:**
 - Making two or more separate purchases
 - Dividing an invoice or purchase order into two or more invoices or purchase orders
 - Making smaller purchases over a period of time



PENALTIES FOR ARTIFICIALLY SPLITTING A PURCHASE

2012 General Session, S.B. 153
Procurement Amendments
Effective May 1, 2013



If the total value of the divided procurement is:

- Over \$1,000,000 = Second Degree Felony
- From \$250,000 to \$1,000,000 = Third Degree Felony
- From \$100,000 to \$250,000 = Class A Misdemeanor
- Less than \$100,000 = Class B Misdemeanor

Need Some Help?

Division of Finance

Accounting Policies & Procedures

<http://apps.finance.utah.gov/nxt/gateway.dll?f=templates&fn=default.htm&vid=nxtpub:app1>

Office of Fiscal Operations

Fiscal Procedures

http://www.hsofo.utah.gov/downloads_fiscal_procedures.htm

Department Purchasing Help Desk

Trisha Glenn

(801) 538-4105

FINET Help

<http://apps.finance.utah.gov:8090/quest/FINET/finance.htm>

Help Desk: (801) 538-9690

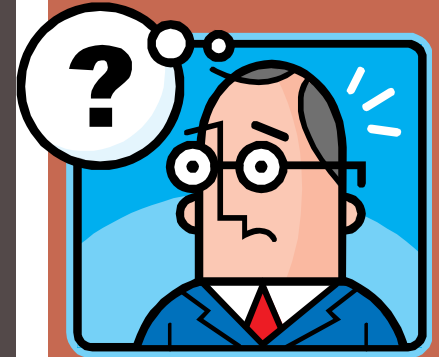


TRISHA GLENN

Financial Manager I

tglenn@utah.gov

(801) 538-4105



Any
QUESTIONS??

*Call our
expert!*

CERTIFICATION INSTRUCTIONS

(1) Review the slides

(2) Send an email to Evan Lovett (elovett@utah.gov) with *Disbursement Certification* in the subject line. Carbon copy your supervisor confirming you reviewed and understand this disbursement guidance

